

**REAL ESTATE APPRAISER APPLICATION ADVISORY COMMITTEE
TELECONFERENCE
THURSDAY, JUNE 18, 2009**

PRESENT: Donald Chudnow, Lynn Gregorash, Gary Gruenisen, Frank Hopp,
Thomas Kneesel, Gregory Landretti, Ursula Volk, David Wagner

EXCUSED: Lawrence Nicholson

STAFF PRESENT: Tom Ryan, Bureau Director; Ruby Jefferson-Moore, Legal
Counsel; Kimberly Wood, Bureau Assistant and other DRL staff

GUESTS: None.

OPEN SESSION – CALL TO ORDER

Tom Ryan, Bureau Director, called the teleconference meeting to order at 10:04 a.m. A quorum of eight (8) members was present.

The Committee was informed of the intent to cancel its meeting scheduled for July 16, 2009 due to lack of business. It was indicated that there were not enough applications to be reviewed to constitute a meeting.

ADOPTION OF AGENDA

Amendments to Agenda:

- Item “E” (closed session) Review of Consideration of Appraisal Experience and Appraisal Reports Received after Mailing of Agenda:
 - Eric Enloe – Certified General
 - Kevin Turkiewicz – Certified Residential

MOTION: Lynn Gregorash moved, seconded by Thomas Kneesel, to approve the June 18, 2009 agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES (MAY 21, 2009)

MOTION: Ursula Volk moved, seconded by Donald Chudnow, to approve the minutes of May, 2009 as published. Motion carried unanimously.

ELECTION OF OFFICERS FOR 2009

The resignation of Linda Verbecken left the position of Committee Chair vacant. The Committee held elections to address this vacancy.

Chair: Lynn Gregorash nominated Frank Hopp as Chair. Frank Hopp was elected as Chair by Committee consensus vote.

Vice Chair: Greg Landretti nominated Donald Chudnow as Vice Chair. Donald Chudnow was elected as Vice Chair by Committee consensus vote.

Secretary: Greg Landretti nominated Ursula Volk as Secretary. Ursula Volk was elected as Secretary by Committee consensus vote.

2009 ELECTION RESULTS	
Chair	Frank Hopp
Vice Chair	Donald Chudnow
Secretary	Ursula Volk

ADMINISTRATIVE REPORT TOM RYAN, BUREAU DIRECTOR

Budget Report

Tom Ryan informed the Committee that the state budget is close to being passed by the legislature. The Committee was then provided updates on issues within the budget that significantly impact the Department, including the creation of new positions to staff a Bureau to handle regulation of the Medical Examining Board and its affiliated credentialing boards, committees and councils and an update on the Department's fee setting proposal. Finally, the Committee was advised that the Department has completed all cases relating to the Administrative Law Judge (ALJ) function. Any future cases will be handled by an ALJ employed by the Division of Hearings and Appeals.

Department's Change to e-credential

The Committee was advised that the Department is discontinuing the issuance of paper certificates. Instead the Department will send an e-mail to renewing individuals when their renewal processing is complete. This e-mail will provide information on how to access an electronic certificate that the credential holder can print out. The e-credential would allow credential holders to create duplicate licenses without having to pay the \$10 fee associated with reproduction of a license. Also noted was the allowance for individuals to request that a paper renewal be mailed in the scenario that where their ability to renew online is affected or if the credential holder does not have the means to print their credential.

Other

Tom Ryan informed the Committee that the Department has re-evaluated and subsequently revised its approach to complaint screening panel meetings. It was explained that screening panel meetings are held to review incoming complaints in order to determine whether to proceed with an investigation. The Department will change the format of the posted notice to include call to order in open session and will then convene to closed session to deliberate on incoming complaints with voting on whether to open investigation to occur once open session is reconvened.

The Committee was then advised that as part of a cost savings effort, the Department is requesting that the Boards select one meeting during the winter months to be held as a teleconference meeting.

NEW RESIDENTIAL REVIEW FORM FOR STANDARD 3 REVIEWS

At the Committee's last meeting Linda Verbecken presented a form which she had revised for the purpose of conducting appraisal report reviews. The question of whether to utilize this form in the review of appraisal reports was discussed by the Committee. It was indicated that this form does not have to be submitted to the applicant but would need to be included in applicant files and as such would be subject to open records requests. This form will be sent to the Committee members electronically. Use of this form was not mandated in the review of appraisal reports.

DISCUSSION AND APPROVAL OF APPROPRIATE STANDARDS TO BE USED IN THE REVIEW PROCESS

Uniform Standards of Professional Appraisal Practice (USPAP), Supplemental Appraisal Standards, Use of Forms, Review Procedures

No discussion was required for the items listed below.

- a. Uniform Standards of Professional Appraisal Practice (USPAP)
- b. Supplemental Appraisal Standards
- c. Use of Forms
- d. Review Procedures

DISCUSSION OF APPRAISAL STANDARDS BOARD REVISION OF USPAP FOR THE 2010-2011 FINAL DRAFT

None.

Review and Discuss Committee's Policy on Attendance & Submission of Reviewer Appraisal Reports

None.

**REVIEW AND DISCUSS DRL CREDENTIALING
APPRAISAL REVIEW FORM #2709**

The Committee reviewed the Appraisal Review form #2709 and made changes as indicated in the motion below.

MOTION: Lynn Gregorash moved, seconded by Donald Chudnow, to adopt the change in the language on the Appraisal Review form # 2709 (page 2 of 3) to read "If I have indicated that there are USPAP concerns with the work under review, I have attached a list of specific USPAP standards with which there are violations, along with the rationale for my conclusions". Motion carried.
Opposition - 1

LEGISLATION AND ADMINISTRATIVE RULES

None.

MISCELLANEOUS INFORMATION/CORRESPONDENCE

None.

UPDATE REGARDING MULTIPLE LISTING SERVICE

None.

CLOSED SESSION

MOTION: Gregory Landretti moved, seconded by Ursula Volk, to convene to Closed Session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; to consider licensure or discipline (s. 19.85(1)(b), Stats.; to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats. Motion carried by roll call vote: Donald Chudnow-yes; Lynn Gregorash-yes; Gary Gruenisen-yes; Frank Hopp-yes; Thomas Kneesel-yes; Gregory Landretti-yes; Linda Verbecken-yes; Ursula Volk-yes; and David Wagner-yes.

Open Session recessed at 10:52 a.m.

RECONVENE TO OPEN SESSION

MOTION: Donald Chudnow moved, seconded by Ursula Volk, to reconvene into Open Session at 12:35 p.m. Motion carried unanimously.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON
IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

**REVIEW AND CONSIDERATION OF APPRAISAL EXPERIENCE AND
APPRAISAL REPORTS FOR THE FOLLOWING APPLICANTS OR ANY
MAILED OR RECEIVED AFTER MAILING OF AGENDA**

BRETT CROOK – LICENSED

MOTION: Donald Chudnow moved, seconded by Ursula Volk, to recommend that the Department issue a notice of intent to deny Brett Crook's appraisal reports subject to receipt of one additional report prepared independently by the applicant that complies with USPAP and includes a credible cost approach on the land value with approval by the reviewing appraiser. Motion carried unanimously.

WILLIAM FARINA – CERTIFIED GENERAL

MOTION: Gregory Landretti moved, seconded by Gary Gruenisen, to recommend that the Department approve William Farina's appraisal reports as submitted. Motion carried unanimously.

ROBERT GUSTAFSON – CERTIFIED GENERAL

MOTION: David Wagner moved, seconded by Donald Chudnow, to recommend that the Department approve Robert Gustafson's appraisal reports as submitted. Motion carried unanimously.

RITA HUBANKS – LICENSED

MOTION: Thomas Kneesel moved, seconded by Gregory Landretti, to recommend that the Department deny Rita Hubanks' appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

DAVID IHLER – CERTIFIED RESIDENTIAL

MOTION: David Wagner moved, seconded by Gary Gruenisen, to recommend that the Department deny David Ihler's appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

SHARON KUHS – CERTIFIED RESIDENTIAL

MOTION: Lynn Gregorash moved, seconded by Donald Chudnow, to recommend that the Department issue a notice of intent to deny Sharon Kuhs' appraisal reports subject to receipt of one additional report that complies with USPAP including a full report of cost approach subject to approval by the reviewing appraiser. Motion carried unanimously.

RICHARD SIMONSEN – CERTIFIED RESIDENTIAL

MOTION: Lynn Gregorash moved, seconded by Ursula Volk, to recommend that the Department approve Richard Simonsen's appraisal reports as submitted. Motion carried unanimously.

ERIC ENLOE – CERTIFIED GENERAL

MOTION: Gregory Landretti moved, seconded by Donald Chudnow, to recommend that the Department approve Eric Enloe's appraisal reports as submitted. Motion carried unanimously.

KEVIN TURKIEWICZ - CERTIFIED RESIDENTIAL

MOTION: Gary Gruenisen moved, seconded by Gregory Landretti, to recommend that the Department approve Kevin Turkiewicz's appraisal reports as submitted. Motion carried unanimously.

PUBLIC COMMENTS

None.

ADJOURNMENT

MOTION: Gregory Landretti moved, seconded by Gary Gruenisen, to adjourn the meeting at 12:43 p.m. Motion carried unanimously.

**NEXT MEETING:
SEPTEMBER 1, 2009**